



2017 ERIE COUNTY CULTURAL FUNDING APPLICATION SHORT FORM

SECTION 1

PART 1 – GENERAL INFORMATION

| | | | |
|--|--|---------------------------|--|
| Legal Name of Organization | | | |
| Mailing Address | | | |
| City, State, Zip Code | | | |
| Website Address | | | |
| Executive Director, Manager, or Volunteer Contact | | | |
| Name, Title | | | |
| Phone Number | | Email Address | |
| Person who Prepared Application | | | |
| Name, Title | | | |
| Phone Number | | Email Address | |
| Board Chairperson | | | |
| Name | | | |
| Mailing Address, City, State, Zip Code | | | |
| Phone Number | | Email Address | |
| Applicant's Financial Contact Person | | | |
| Name, Title | | | |
| Phone Number | | Email Address | |
| Federal Tax Identification No. | | | |
| Year 501c3 Status Received | | Define Fiscal Year | |

PART 2 – FUNDING REQUEST & FINANCIAL OVERVIEW

| | | | |
|---|---|---|--|
| Amount of 2017 Erie County Cultural Funding Request | | | |
| Amount of 2016 Erie County Cultural Funding Received | | | |
| Total Amount of Applicant's 2016 Operating Expenses (Not Capital) | | | |
| 2017 request is what percentage of 2016 Total Operating Expenses? (Not Capital) | | | |
| Purpose of 2017 Funding Request (CANNOT EXCEED \$7,500) | | | |
| Does your organization have an accumulated operating (choose one): (Do not include endowment/capital funds) | <input type="checkbox"/> Surplus = \$ | <input type="checkbox"/> Deficit = \$ | |

PART 3 – DOCUMENT UPDATE INFORMATION

| | | | |
|---|--|--|--|
| Year bylaws were last updated | | Are bylaws in compliance with NYS Non-Profit Revitalization Act? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a Strategic Plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Year Strategic Plan was last updated: | |
| Year Conflict of Interest Policy was last updated | | | |
| Year Whistleblower Policy was last updated | | | |

PART 4 – BOARD OF DIRECTORS DETAIL

| | | | |
|--|--|--|--|
| Do your Board Members have term limits? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES , what is the length of one term? | |
| How many consecutive terms are permitted? | | | |
| What is the minimum number of Board meetings to be held within a fiscal year as required by your bylaws? | | | |
| Number of Board meetings held in FY 2015? | | Number of Board meetings with quorum present in FY 2015? | |
| Number of Conflict of Interest forms collected and in force? | | | |
| Does this organization expect Board Members to make an annual financial contribution? (not membership) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| How many Board Members made a financial contribution in most recently completed fiscal year? | | | |
| What percentage of the Board made a financial contribution? | | | |

List all current VOTING Board Members and Officers as of June 1, 2016, as in your report to the IRS.

| # | Board Member First & Last Name | Year Elected | Term Ends in: | Officer position ¹ | Years served as officer | Independent? ² | |
|----|--------------------------------|--------------|---------------|-------------------------------|-------------------------|---------------------------|----|
| | | | | | | Yes | No |
| 1 | | | | | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |

If more space is needed, a form extension can be found at erie.gov/culturalfunding.

¹ Advisory, emeritus, and ex-officio board members are not requested. If listed, include on separate form extension.

² Definition of board member independence can be found at <http://www2.erie.gov/environment/index.php?q=IndependentDirectors>.

SECTION 2

ESSAYS

Attach **one** file with responses for all items below.

I. Organization - Please do not exceed 500 words per essay per section.

1. Describe your organization and how it was established.
2. Articulate your organization's mission and cultural vision.
3. Describe your programs and/or services in the coming year and how they help your organization realize your mission, the population you serve, and your cultural vision.
4. Describe your organization in terms of local, regional, national, and/or international significance.
5. Tell us what your organization is most proud of. Especially anything that has happened in the last year.

II. Governance and Staffing - Please do not exceed 500 words per essay per section.

1. List Committees of the Board.
2. List Committees of the Corporation.
3. Explain the reason any board member is NOT independent (See Section 5, include an explanation for any "No" responses)
4. Describe how your organization handles fiscal oversight and conflicts of interest.
5. Provide the number of all staff compensated by your organization in any form.
6. Describe any expected or unexpected leadership changes (staff or Board); detail any recent significant changes in key staff positions throughout the organization.

III. Planning - Please do not exceed 800 words per essay per section.

1. Describe the organization's priorities, program and plans for the next 12-18 months.
2. Emphasize the organization's goals and what the organization hopes to accomplish during this year and through the period of the 2017 County grant. (This section replaces the longer essay section in the Standard Application and the requirement for submitting a Strategic Plan; if applicant has a Strategic Plan, you may submit it in addition to the essay, but it is not required).

IV. Response to Erie County - Please do not exceed 500 words per essay per section.

1. If your organization applied for and received Erie County Cultural Funding in 2016, please describe how you addressed any issues or concerns provided to you in the feedback letters sent by the Erie Arts and Cultural Advisory Board. If the organization is a first-time applicant, you may simply write "No grant received in 2016".
2. *Optional:* Feel free to attach any additional written explanation of items in your application that may help the Erie Arts and Cultural Advisory Board to better understand and evaluate your application. (e.g. awards, recognition, board independence, unusual expenses, large budget variances, loss of significant funding, new location, major construction, staff turnover, organizational restructuring, merger, significant change of mission/purpose, recent media attention, etc.)

SECTION 3

ATTACHMENTS

All applicable attachments should be submitted with your application online at www.erie.gov/culturalfunding

- A. Balance sheet from your most recently completed fiscal year showing assets and liabilities
- B. Financial Statements - in a table or spreadsheet with separate columns for fiscal year 2014 Actual, fiscal year 2015 Actual, fiscal year 2016 Budget, fiscal year 2016 Actual YTD, and fiscal year 2017 Projected Budget
- C. FY 2015 Form 990 (or proof of tax filing)
- D. **2017 Cash Flow FORECAST** organized by fiscal quarter
- E. Conflict of Interest Policy with date of adoption (*Submit only if updated since June 2014 or if first-time applicant*)
- F. Whistleblower Policy with date of adoption (*Submit only if updated since June 2014 or if first-time applicant*)
- G. County Funding Acknowledgement – Complete questionnaire and provide up to 3 samples showing acknowledgement of County Funding. *If you are a first-time applicant, answer questions 1 and 14 only – acknowledgment samples are not requested.*
- H. Bylaws (*Submit only if updated since June 2014 or if first-time applicant*)